## There's One For You And One To Pass Along To A Friend!

## 2007 LEAVE RECORD

LEAVE PERIODS	Exam	Example: If you take a day of sick leave, enter S-8 for that day. If you take a day of annual leave, enter A-8 for that day.														ANNUAL LEAVE Carried Over		SICK LEAVE Carried Over		OTHER LEAVE Carried Over				
	SUN	SUN MON T		WED	THU FRI		SAT SUN		MON TUE		WED THU		FRI	FRI SAT		Earned/Used/Balance			Earned/Used/Balance			Earned/Used/Balance		
1 JAN 7 - JAN 20									H									4						
2 JAN 21 - FEB 3																		4						
3 FEB 4 - FEB 17																		4						
4 FEB 18 - MAR 3		H																4						
5 Mar 4 - Mar 17																		4						
6 Mar 18 - Mar 31																		4						
7 APR 1-APR 14																		4						
8 APR 15 - APR 28																		4						
9 Apr 29 - May 12																		4						
10 May 13 - May 26																		4						
11 May 27 - Jun 9		Н																4						
12 Jun 10 - Jun 23																		4						
13 Jun 24 - Jul 7											н							4						
14 JUL 8 - JUL 21																		4						
15 Jul 22 - Aug 4																		4						
16 Aug 5 - Aug 18																		4						
17 Aug 19 - SEP 1																		4						
18 SEP 2 - SEP 15		н																4						
19 SEP 16 - SEP 29																		4						
20 SEP 30 - OCT 13									Н									4						
<b>21</b> Ост 14 - Ост <b>27</b>																		4						
<u>99</u> Ост <u>28 - Nov</u> <u>10</u>																		4						
23 Nov 11 - Nov 24		H										Н						4						
94 Nov 25 - Dec 8																		4						
25 DEC 9 - DEC 22																		4						
26 DEC 23 - JAN 5			H							Н								4						

A – Annual S – Sick H - Holiday CE – Compensatory Earned CU – Compensatory Used

F - Flex Day

L – Leave Without Pay

E – Excused ML – Military CL – Court

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Note: Annual Leave earned each pay period depends on 

Less than 3 years......4 hrs. 

2007 FEDERAL EMPLOYEES LEAVE RECORD																							
	EAVE BEBIARA	DAILY RECORD OF LEAVE USED DURING EACH PAY PERIOD														ANNUAL LEAVE			SICK LEAVE		OTHER LEAVE		
	LEAVE PERIODS	SUN	SUN MON		TUE WED		THU FRI		SAT SUN		MON TUE		WED THU F		SAT	Farned/Used/Bald		nce E	ce Earned/Used/Balance		Earned/Used/Balance		
1	Jan 7 - Jan 20									H													
2	JAN 21 - FEB 3																						
3	FEB 4 - FEB 17																						
4	FEB 18 - MAR 3		H																-				
5	Mar 4 - Mar 17																						
6	Mar 18 - Mar 31																		-				
7	APR 1 - APR 14																						
8	APR 15 - APR 28																						
9	APR 29 - MAY 12																		-				
10	May 13 - May 26																						
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18	SEP 2 - SEP 15		н																				
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21	Ост 14 - Ост 27																						
22	Ост 28 - Nov 10																						
23	Nov 11 - Nov 24		Н										н										
24	Nov 25 - Dec 8																						
25	DEC 9 - DEC 22																						
26	DEC 23 - JAN 5			H							H							4	-				[ ]